

**BOOKKEEPING SYSTEM CHECKLIST  
EXTERNAL AGENCIES**

Agency Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Executive Director \_\_\_\_\_ Phone \_\_\_\_\_

1. What is the agency's fiscal year? \_\_\_\_\_ to \_\_\_\_\_.
2. Are the agency financial records audited by an independent certified public accountant? \_\_\_\_yes  
\_\_\_\_no
3. How often does the board of directors receive/approve financial reports?  
\_\_\_\_ monthly \_\_\_\_quarterly \_\_\_\_semi-annually \_\_\_\_annually
4. What is the basis of accounting? \_\_\_\_cash \_\_\_\_accrual \_\_\_\_modified accrual
5. How is the bookkeeping system maintained? \_\_\_\_manually \_\_\_\_by computer
6. Does the agency have any fixed assets? \_\_\_\_yes \_\_\_\_no
7. What are the names and titles of those authorized to sign checks? (Should include people in addition to the bookkeeper.) **Please list.**

**The Grant Recipient Must Follow These  
Acceptable Accounting Procedures**

*Please Check Off Those Procedures That Are Now in Place.*

- \_\_\_\_ 1. The agency's books and bank statements reconciled monthly.
- \_\_\_\_ 2. Expenditures of agency funds are subject to a formal review and approval process.
- \_\_\_\_ 3. A formal annual budget is approved by the board of directors.
- \_\_\_\_ 4. The agency has a voucher system for documentation of expenditures (which includes original documents from vendors/providers that goods and services were delivered and paid for).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date